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| Process Name: Applicant Services | Process Identifier: AS |
| Sub-Process Name: Applicant Selection | Sub-Process Identifier: AS-3 |
| <p>Sub-Process Purpose and Objectives: Manages the selection of applicants to fill Career Service vacancies in accordance with Civil Service rules. Executive Service positions may be filled in any manner, using any process deemed appropriate by the hiring authority.</p> | |
| <p>Sub-Process Description: The applicant selection process begins with the identification of a position that needs to be filled. A request is made for a freeze exemption (some classifications have blanket approval and no further approval is required). This is evaluated by Personnel, and if approved, the agency begins the applicant selection process.</p> <p>The first method that is used to fill a vacancy is a review of the RIF list. If qualified applicants are available on the RIF list and have appointment priority, they must be offered a position before other methods are used. Candidates are notified of the opening and invited for an interview. If no qualified candidates are identified, the process proceeds to the other selection methods. If an offer is made to an employee on the RIF list, they may be removed from the list (see RIF process in Personnel Administration). If the employee accepts the offer, they are processed through the new hire process in Personnel Administration. If the candidates do not have appointment priority, they must be considered as part of the process described below.</p> <p>The second method that may be used is for non-competitive classes that are to be filled without the use of Certificate of Eligibles. In this case, the hiring authority contacts as many candidates from the register as desired. If a candidate is found, the process proceeds directly to the new hire process. Certain non-competitive classifications follow the process described below for Certificate of Eligibles. All applicants on the list receive the same score (all are tied for first place on the register).</p> <p>The other methods available for filling a position are the transfer list, the rehire list, and a Certificate of Eligibles. These three methods may proceed serially or in parallel at the discretion of the Agency. The specifics of each of these are:</p> <ul style="list-style-type: none">• Transfer list – An employee may transfer to another position within the same class without being on a Certificate of Eligibles. Employees wishing to transfer may be identified from a “transfer list” or may be directly identified by the agency. If the agency wishes to transfer someone to fill the opening, they will contact candidates on the list, conduct interviews, and make an offer. If the employee accepts the offer, then the process proceeds to the new hire process of Personnel Administration. | |

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| <ul style="list-style-type: none">• Rehire list – An employee may have rehire rights for a class if they left State service in good standing. Generally, candidates will apply for positions and be on the register for the class. If the agency chooses to entertain candidates from the rehire list, they will contact candidates on the list, conduct interviews, and make an offer. If the employee accepts the offer, then the process proceeds to the new hire process of Personnel Administration.• Certificate of Eligibles – If the agency chooses to use the standard civil service selection process (either after or simultaneously with the transfer and rehire lists), they will view the alternatives that they have for producing a certificate of eligibles (promotional, by geographic breakdown, etc.). When the agency identifies the method of producing the certificate that best fits their needs, they “save” the list and it becomes the official Certificate of Eligibles for this appointment process. The agency notifies the candidates to be interviewed (at least the top 5 and those tied for fifth for appointment registers, and the top 3 candidates and those tied for third for promotional registers). If there are not three candidates on the list, then the certificate may be deemed insufficient, and the process may begin again (generally, the process is started over using a register from another classification – creating an approved mismatch situation). Notification is provided by the agency by sending applicants interview letters. Applicants call to schedule interviews, and the agency conducts interviews and selects a candidate for appointment. Applicants that do not respond are removed from the register. Applicants that are interviewed, but not selected, are removed from the register after three interviews for the same classification in the same department. If no candidates are selected from the group of applicants invited for interviews, the agency may elect to invite more applicants for interviews. Once an applicant accepts an offer, the process continues with the new hire process in Personnel Administration. <p>An agency may choose to cancel a certificate of eligibles at any time during the process (this may result in a new list of eligibles or the position may go unfilled) or elect to allow the certificate to expire (28 days).</p> <p>Following the completion of the process, the agency enters the activities conducted against that Certificate of Eligibles. The certificate is then closed, and applicants on the certificate may be notified as to their status on the register. The agency notifies all applicants that have been interviewed. Applicants that have been considered three times in the same department are removed from the register. All applicants that are removed from the register are notified. Applicants that are removed from the list may call to request reinstatement.</p> | |

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| Applications may be rejected due to a material misstatement of fact (MMF). Once any application is determined to contain MMF's, the application is rejected, the applicant is removed from all registers, and their records are flagged to reject new applications for a period of two years. | | | |
| Sub-Process Trigger(s): <ul style="list-style-type: none">Position to be filled | | Key Sub-Process Participants: <ul style="list-style-type: none">ApplicantAgencyPersonnel | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Request for freeze exemption | Paper | | Agency |
| RIF list | Paper (Excel) | | Personnel |
| Register by class | Database | | |
| Transfer list | Database | | |
| Rehire list | Database | | |
| Results of working certificate | Online | | Agency |
| Non-competitive list | Database | | |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Freeze exemption approval | | 7,500 | Agency |
| Certificate of Eligibles | Report | 7,500 | Agency |
| Candidate notifications | Letters | | Applicant |
| Updated register | Database | | Personnel, agencies |
| Performance Measures Tracked: | | | |

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| Measure | Approx. Value | Target Value | |
| Laws, Regulations, and Policies That Govern Sub-Process: TCA 8-30-101 – 8-30-333 | | | |
| Current Sub-Process Issues/Problems: | | | |
| Improvement Opportunities: | | | |
| Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i> | Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i> | | |
| Online review of status of all applications/registers for an applicant | | | |
| Automation of RIF process | | | |
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| Applications that Support the Sub-process | | | |
| Application Name(s) <i>(Internal name and vendor's name)</i> | Technology Description <i>(Programming vendor, language, platform, database, etc.)</i> | | |
| SEIS | See AS-1 | | |











